

COMMITTEE REPORT

COMMITTEE: Personnel Review Committee
CHAIRPERSON:
DATE/TIME: May 10, 2018 @ 9:02 a.m.

PRESENT:

<input checked="" type="checkbox"/> RJ Winkelhake	<input type="checkbox"/> Bruce Habel	<input checked="" type="checkbox"/> Sharon Wand
<input type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Joe Kratcha	<input checked="" type="checkbox"/> Eric Tison
<input type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Jean Dimke	<input type="checkbox"/> Craig Ketelsen
<input type="checkbox"/> Bill Bingham	<input checked="" type="checkbox"/> Angie Kaiser	<input checked="" type="checkbox"/> Donna Berlage
<input checked="" type="checkbox"/> Dan Reimer	<input checked="" type="checkbox"/> Steve Keeffer	
<input checked="" type="checkbox"/> Melisa Hammer	<input checked="" type="checkbox"/> John Lang	

Others: John Hay

Sharon Wand called the meeting to order at 9:02 a.m. Roll call, a quorum was present.

1. **John Lang made a motion to approve the minutes from the April 27, 2018 Personnel Review Committee meeting. Seconded by Angie Kaiser and motion passed.**
2. **Citizens' Comments**
3. **Unfinished Business**
 - a) **Update on Reclassification Review Request for Deputy Assessment Officer Position.** Dan Reimer discussed the reclassification review request for the Deputy Assessment Officer position. The request was submitted to Carlson Dettmann Consulting (CDC) in April. CDC reviewed the request, the updated JDQ and the updated position description and discussed the position with Donna Berlage. CDC recommended the position be reclassified from a Grade 5 to a Grade 6 on the Jo Daviess County pay grade structure schedule. The Executive Committee agreed with the recommendations from CDC and forwarded their recommendation to the County Board. On May 8, 2018, the County Board adopted a resolution approving the reclassification of the Deputy Assessment Officer position and the updated position description.
 - b) **Update on retroactive pay for employees adversely affected by reclassification of a position per the Jo Daviess County Performance Management/Performance Evaluations/Employee Merit Pay Policy.** Reimer reviewed the results of four employee positions that were recommended, per the new amended policy, for retroactive pay that were adversely affected by reclassification of their position. On May 8, 2018 the County Board approved retroactive pay, per the new policy, for the IT/GIS Director, GIS/GPS Specialist, and two Deputy Circuit Clerk positions.
 - c) **Review, discussion, and possible action regarding current employee Exempt and Non-Exempt classifications.** John Hay discussed that he has given a lot of thought to exempt and non-exempt classification, he has spoken to employees in his office, other department heads and the County Administrator as to how other departments work with 40 hour employees. After reviewing everything Hay has decided to submit the Legal Services Manager position to the Executive Committee as a 40 hour non-exempt position. The States Attorney Office would be open from 8:00 am to noon and then 12:30 pm to 4:30 pm (Courthouse closes at 4:00 pm), 35 hour employees would have 1 hour unpaid lunch and 40

hour employees would have ½ hour unpaid lunch, this would be in line with other office manager positions. Four office managers are currently 40 hour employees and one office manager is a 37.5 hour employee, all are non-exempt positions. Committee consensus, this is a good solution. Hay discussed that he did not bring up possible retroactive pay under subsection b. but he would like to first research the intent of the policy and discuss at the next meeting under closed session. The Committee discussed the amended policy and retroactive pay. The Committee discussed that some County employees are scheduled to work 35 hours a week and other employees are scheduled to work 40 hours a week and the possibility of developing procedures for making requests to increase the work hours for certain positions from 35 hours to 40 hours. The request would have to be justified and budget approved by the County Board. Currently all Chief Deputies and Deputy Clerks are 35 hour employees. RJ Winkelhake discussed his concern that employees scheduled to work 35 hours actually work 35 hours or if scheduled to work 40 hours they actually work 40 hours, he is not as concerned with how we resolve the lunch period issue. Angie Kaiser discussed that on a regular basis employees should not be paid to work thru their lunch period, an employee scheduled from 8:00 am to 4:00 pm should be required to take an unpaid lunch period, rather than be paid as a 40 hour employee. After much discussion it was recommended that this topic be discussed more at the next Department Head meeting. John Hay and Angie Kaiser discussed the idea of establishing two separate pay schedules, an hourly pay rate schedule for non-exempt employees and an annualized pay schedule for exempt employees. Hay will submit his request to the Executive Committee to amend the resolution, submit a PAR, and revise the Legal Service Manager position description. The Committee discussed individual results of the newly implemented policy for pay increases associated with reclassification.

4. New Business

- a) **Review, discussion and possible action on other items including procedures, forms and documents associated with the Jo Daviess County Position Classification and Compensation System Plan.** None

- 5. Establish future meeting date** – the next Personnel Review Committee meeting was scheduled for Thursday, June 14th, 2018 @ 9:00 a.m.

6. Citizens' Comments

7. Adjourn

Melisa Hammer made a motion to adjourn at 10:05 a.m., seconded by Joe Kratcha and motion passed.